

February 11, 1999

Name of Principal
name of High School
address

Dear :

As a member of the Casco Bay STW Partnership, I have helped organize an innovative program called *The Building Bridges Program* for educators in the Bath-Brunswick area. *The Building Bridges Program* is designed to bring teachers, guidance counselors and school administrators together with businesses so that educators might gain a better understanding of the needs of area employers and their expectations as related to the world of work. The Building Bridges classes include an orientation to the business, a tour of the facility, and time to engage in dialog with the business representatives. The class meets afterward to talk about their impressions of the business and examine how they can best prepare students for opportunities within these businesses. We also discuss the Learning Results, economic development, etc. as they relate to our visits.

The Maine Department of Labor and the Casco Bay Partnership sponsored the program in our area, and about forty educators have participated in the two programs that have already occurred. Because of the enthusiasm of our local educators and the success of the program, the Department of Labor has asked that I initiate a similar program in Waldo County.

I have met with the director (name) of Maine Vocational Region 7 and he has expressed an interest in co-sponsoring the program with the Maine Department of Labor for the Waldo County program. He has briefed his teachers, and he has indicated that about one-half of his school personnel are interested in participating. We would like about twenty educators to participate in the program and would like very much to extend this opportunity to all the high schools in the area.

Originally, we received funding to run the program in our area and now charge a nominal fee to ensure the sustainability of the program. The program will be free for Waldo County educators, and they will receive 2.4 CEUs for participating. I will organize the business visits, initiate the process for obtaining CEUs and work with the vocational director to work out the logistics. In our region, we held the classes on eight consecutive Wednesdays from 3:00 p.m. to 6:00 p.m. That schedule seems to be convenient for the teachers at MVR #7 also. We hope to run the class in late spring, and possibly another session in the summer.

Evaluations from participants reflected that they found the class to be very valuable, and they seemed to have learned a lot about businesses in their own community.

I have enclosed some of our marketing materials that we used to promote the program and will do something similar to promote the program in Waldo County. I will follow-up with you the week of February 22nd to answer any questions that you may have and discuss how we might promote this opportunity for teachers and guidance counselors at Mt. View. Hopefully, there will be a lot of interest in the program.

Sincerely,

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